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Signing Up for Waterford Mentor

Before you can view your students' progress, you must first create a Waterford Mentor account. You can create a Waterford account with your email address or associate a new account with Facebook or Google.

Creating an Account

To create a Waterford Mentor account with your email address:

1. Visit the Waterford Mentor login webpage.
2. Click **Sign Up**.
3. Enter your email and new account password, then click **Submit**. Waterford will then send you a confirmation link through email to confirm your identity.
4. Click on the confirmation link to create your account.

Signing Up with Google or Facebook

Instead of creating a username and password, you can link your account to Google or Facebook. To associate your account with Facebook or Google:

1. Visit the Waterford Mentor login page.
2. Click **Facebook** or **Google** from the login screen.
3. Fill in your account details for either Facebook or Google.

Waterford Mentor will not connect your Facebook and Google accounts, even if they have the same email address. But you will need to choose one or the other to

associate with your account.

Introduction to Waterford Mentor

Waterford Mentor is a web manager and companion mobile app for **Waterford Early Learning**, **Waterford UPSTART**, and **Waterford Early Learning: SmartStart**. It allows parents or caregivers to track their student's curriculum usage and achievements.

As of right now, Waterford Mentor is available on early access to teachers who have requested it. You can request early access for your school or class here (https://info.waterfordlearning.org/waterford-mentor-early-access-registration).

If you'd like a full PDF of the Waterford Mentor Help Guide to download or print, click here (https://files.helpdocs.io/uufzl24u09/other/1571756030927/waterford-18-articles-1571755997.pdf).

How Waterford Mentor Works

Teachers provide a Mentor Code to the parents or caregivers of every student in their classroom. This code allows parents to link their Waterford Mentor account to their student's information.

After downloading the app to their device, parents can log in, link their student's account, and access their student's usage and achievement data from their computer, tablet, or smartphone.

Here is a list of links with answers to common questions to get you started in Waterford Mentor:

- How do I sign up for Waterford Mentor? (https://help.waterford.org/englishmentor/signing-up-for-waterford-mentor)
- How do I download the Waterford Mentor app? (https://help.waterford.org/waterford-mentor-app/downloading-the-waterford-mentor-app)
- How can I add a child to my account? (https://help.waterford.org/waterford-mentor-for-browsers/adding-a-child)
- How do I start a session? (https://help.waterford.org/waterford-mentor-for-browsers/starting-a-session)
- Where can I change the settings? (https://help.waterford.org/waterford-mentor-for-browsers/profile)
- How do I switch my Waterford Mentor language settings? (/article/07idohthmg-changing-language-settings-in-waterford-mentor)

Introduction to the Waterford Mentor App

Parents can use **Waterford Mentor** to monitor their student's **Waterford Early Learning** or **Waterford Early Learning: SmartStart** usage, as well as their progress or achievements while using the curriculum. After downloading the app, parents will need to register for a Waterford Mentor account (/article/c2htmuhqvx-signing-up-for-waterford-mentor) and link individual students to their account using Waterford Mentor Codes to track their usage.

Here is a list of links with answers to common questions to get you started in Waterford Mentor:

- How do I sign up for Waterford Mentor? (https://help.waterford.org/englishmentor/signing-up-for-waterford-mentor)
- How do I download the Waterford Mentor app? (https://help.waterford.org/waterford-mentor-app/downloading-the-waterford-mentor-app)
- How can I add a child to my account? (https://help.waterford.org/waterford-mentor-for-browsers/adding-a-child)
- How do I start a session? (https://help.waterford.org/waterford-mentor-for-browsers/starting-a-session)
- Where can I change the settings? (https://help.waterford.org/waterford-mentor-for-browsers/profile)
- How do I switch my Waterford Mentor language settings? (/article/07idohthmg-changing-language-settings-in-waterford-mentor)

Downloading the Waterford Mentor App

You can download the Waterford Mentor app on Apple and Android devices.

(https://itunes.apple.com/us/app/waterford-mentor/id1438388409?mt=8)

(https://play.google.com/store/apps/details?id=org.waterford.mentor&hl=en_US)

To download Waterford Mentor:

1. Visit your device's app store.
2. Search "Waterford Mentor" to find and view the app.
3. Follow the app installation process for your phone to access the app.

If you have trouble finding the Waterford app, contact our [Support Team (https://www.waterford.org/support/)](https://www.waterford.org/support/) for help.

Waterford.org

Registering for the App

Before you can view your student's progress, you must first register for a Waterford Mentor account. To create a Waterford account with your email address:

1. Open the Waterford Mentor app on your phone.
2. Click **Create a Mentor Account** on the login page.
3. Enter your email and new account password, then click **Submit**. Waterford will then send you a confirmation link through email to confirm your identity.
4. Click on the confirmation link to create your account.

Associating Your Account with Google or Facebook

Instead of registering for a username and password, you can instead log in by associating your Facebook or Google account with the Waterford Mentor app. To associate your account with Facebook or Google:

1. Open the app.
2. Click **Facebook** or **Google** on the login screen.
3. Fill in your account details for either Facebook or Google.

Waterford Mentor will not connect your Facebook and Google accounts, even if they have the same email address. Waterford also does not store your Google or Facebook passwords. It simply associates your login with your Waterford Mentor account.

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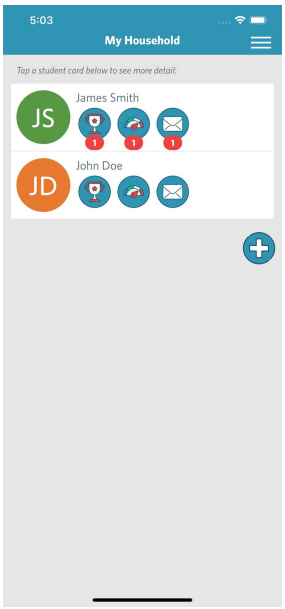
Waterford Mentor App Tabs

The Waterford Mentor app consists of three tabs: **My Household, Achievements,** and **Usage**. Through these tabs, you can view which students are linked to your account as well as their academic goals or milestones.

My Household

The **My Household** tab is the first page that you see after logging into Waterford Mentor. Through this tab, you can:

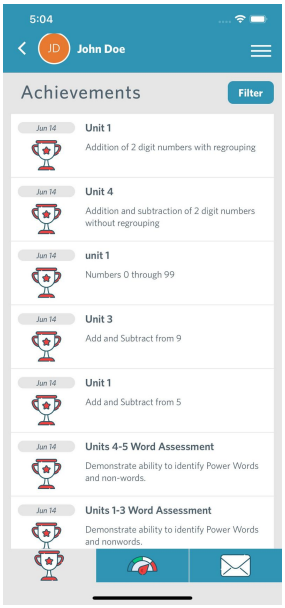
- View all students associated with your account
- Link new students to your account using Mentor Codes
- Click on the **Achievements** (Trophy) or **Usage** (Clock) tabs



Achievements

The **Achievements** tab lists learning objectives mastered or achievements reached by your student. It provides the following information about each achievement or mastered objective:

- **Title**
- **Description**
- **Date Reached**



Filtering Student Achievements

The **Filter** button allows you to see achievements or objectives mastered within a specific date range. You can filter your student's achievements by these four date ranges:

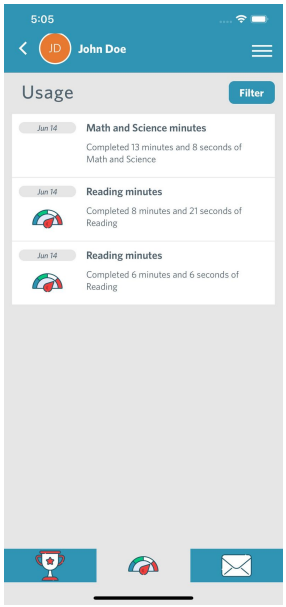
- **Week**
- **Month**
- **All Time**

Usage

Teachers will set a weekly day and minute goal for each student. The **Usage** tab displays the amount of time your student has spent on their curriculum over the week, as well as their progress towards weekly goals. This information is broken down by subject within Waterford Early Learning or Waterford Early Learning: SmartStart.

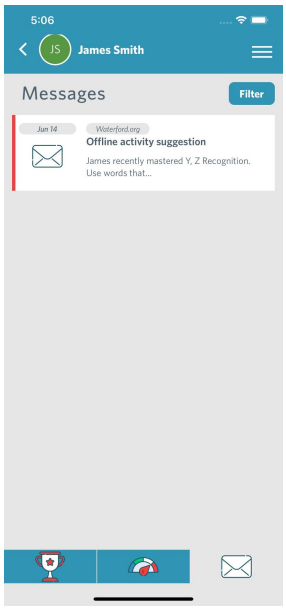
As with the **Achievements** tab, you can use the **Filter** button to view your student's usage information within the following date ranges:

- **Week**
- **Month**
- **All Time**



Messages

The **Messages** tab allows you to read messages from your child's teacher or Waterford.org. You can filter these messages by child if you have multiple students on your account.



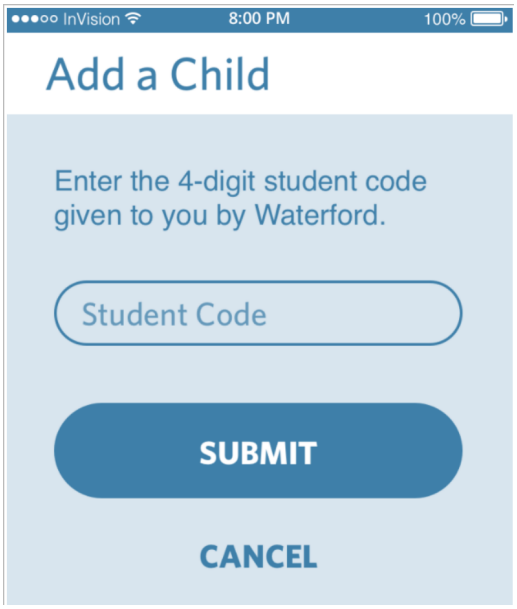
At this time, these messages are view-only. If you would like to respond, you can contact your child's teacher or the [Waterford Support Team (https://www.waterford.org/support/)](https://www.waterford.org/support/) outside of Mentor.

Waterford.org

Linking Students to Your Account

You can link as many students as you want to your Waterford Mentor account. To link a student:

1. Open the app and log in to your account.
2. Click the **+** button in the **My Household** tab.
3. Enter your student's code and click **Submit** to confirm.



You may now access your student's academic information from your Waterford Mentor account. If another parent or caregiver wants to link their account to that student too, they can do so using the same code.

If you need to link multiple students, you must enter their codes individually.

Waterford Mentor App for Teachers

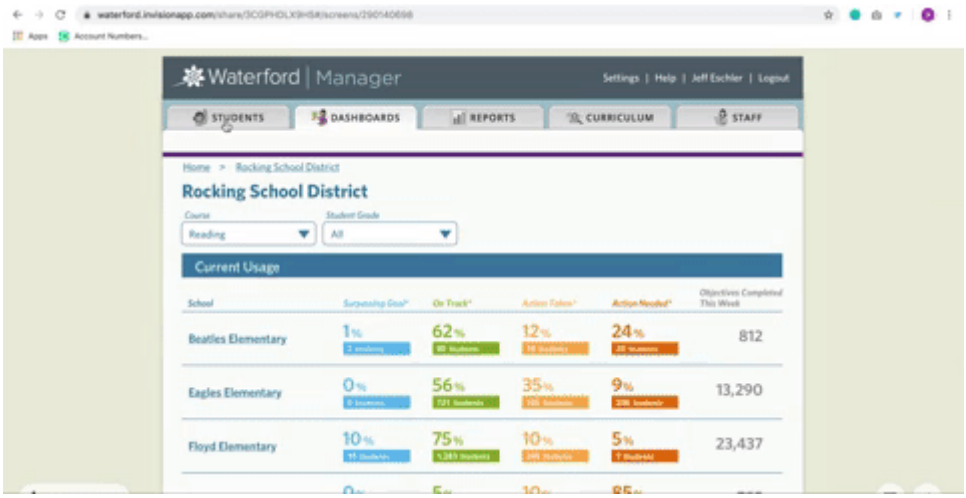
Teachers can access and give Waterford Mentor Codes to parents so they can set up their own individual account. Teachers can also create their own Waterford Mentor account and add their students individually to track their progress, but the app is primarily for parents at this time.

If you are a teacher and want to create your own Waterford Mentor account, visit the registration instructions for parents to create your own account and link your students to it.

Accessing Mentor Codes

Teachers can find their classroom's Mentor Codes in the **Students** tab of Waterford Manager. To access your students' Mentor Codes:

1. Log in to your Waterford Manager account.
2. Click on the **Students** tab.
3. Select **Student List**.
4. View the **Mentor Code** column on the right side of the student list.

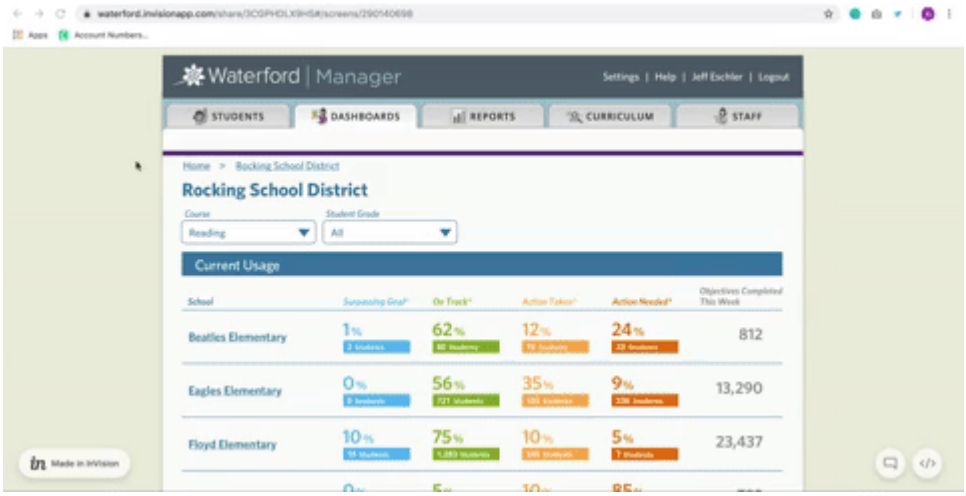


Generating Mentor Codes

In some cases, the codes may not be in the column by default. If you do not see Mentor codes, you can generate them. To generate Waterford Mentor codes:

1. Visit **Student List** in your Waterford Manager account.
2. Click on the box by the student(s) you want to generate a code for.
3. Select the **Mentor Codes** button from the **Student List** menu.You will then be redirected to a pop-up window.
4. Click the **Generate Codes** button on the pop-up window to create a list of student codes.

The six-digit codes listed in the **Mentor Code** column are the access codes for each student. By entering this code into their Waterford Mentor app, parents can monitor their student's progress in Waterford Early Learning or Waterford Early Learning: SmartStart.



Giving Mentor Codes to Parents

After viewing the **Mentor Code** column in Waterford Manager, you can create a list of student codes:

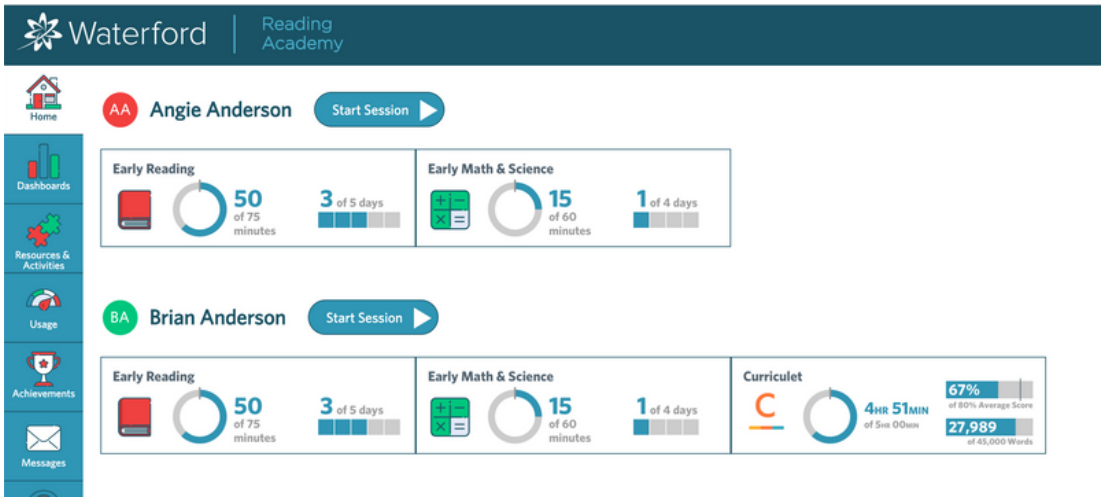
1. Log in to Waterford Manager and visit your **Student List**.
2. Select the Mentor Codes report.

This will create a file that you can print or save to your computer as needed. You can then send these codes to parents for individual students along with directions for downloading, logging in to, and using Waterford Mentor.

Browser Homepage

The browser homepage allows you to start a Waterford session, add a child to your account, and view the following information about your student:

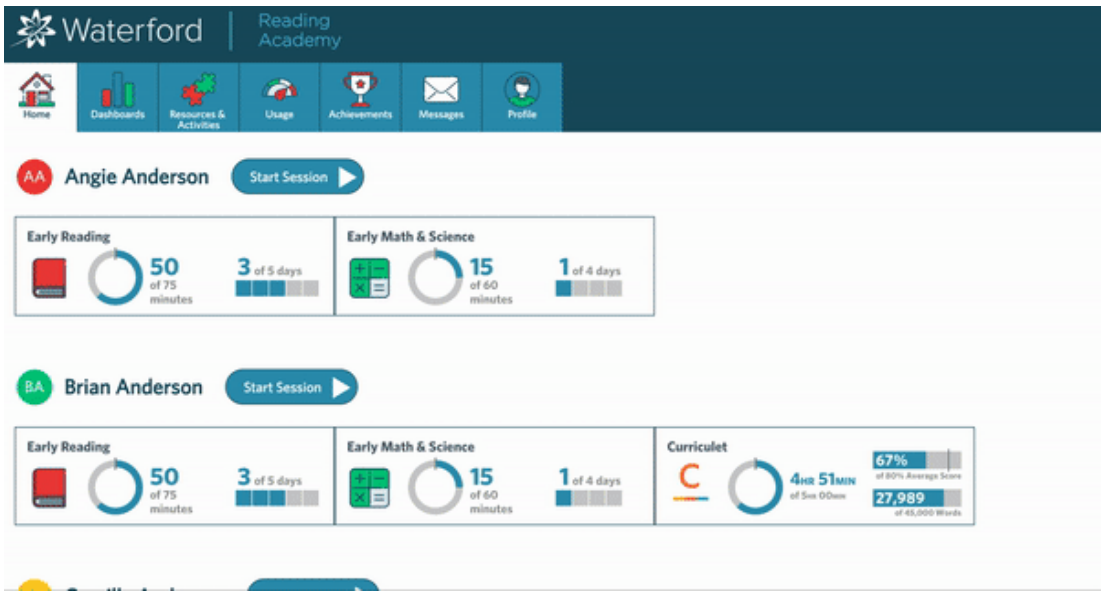
- **Course**: the Waterford course(s) your student is enrolled in
- **Minutes**: the weekly number of minutes your student used Waterford
- **Days**: the weekly number of days your student used Waterford
- **Average Score**: your student's weekly average score on assignments (Curriculet only)
- **Words**: the weekly number of words your student has read (Curriculet only)



Starting a Session

The **Start Session** button allows parents to begin a session for their student. To start a session through Waterford Mentor:

1. Log in to your Waterford Mentor account.
2. Scroll to the name of the child whose session you are starting.
3. Click on the **Start Session** button to the right of their name.

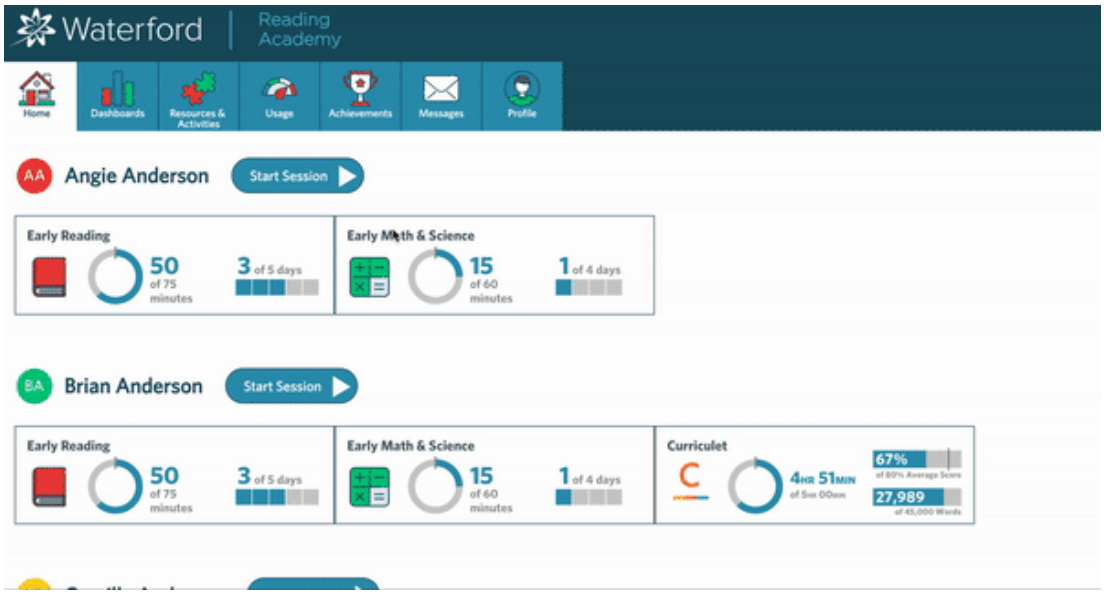


Viewing Student Sessions

The **Student Sessions** button launches a browser page that allows you to view or start a Waterford course session for any student attached to your account.

To access the **Student Sessions** feature:

1. Log in to your Waterford Mentor account.
2. Scroll down to the bottom of the **Home** tab.
3. Click on the **Student Sessions** button.



Adding a Child

To add another child to your account:

1. Log in to your Waterford Mentor account.
2. Scroll down to the bottom of the **Home** tab.
3. Click on the **Add a Child** button.
4. Enter the code for your child that their teacher gave to you.
5. Click **Submit** to link the child's data to your account.

If you don't know which code to enter, ask your child's teacher. You should receive a six-digit code for their account

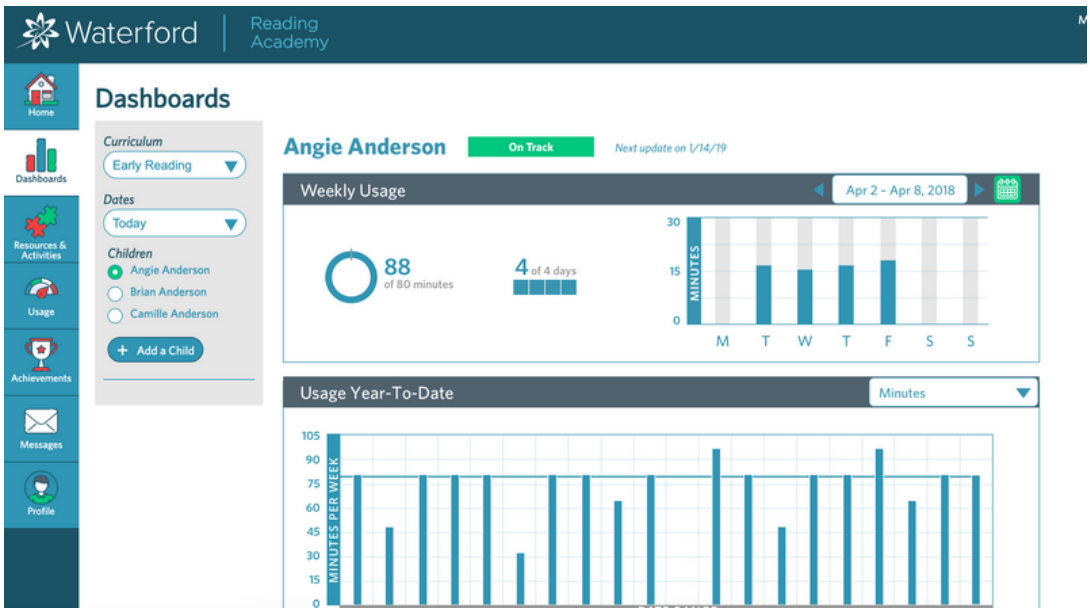
Dashboards

The Dashboards are filterable by child and display the following information for your student:

- **Weekly Usage**
- **Year-To-Date Usage**
- **Completion & Scores**
- **Reading Completion**

It also displays your child's **Status**:

- **On Track**: student is projected to reach their goal by the goal period
- **Needs Teacher Action**: student is not projected to reach their goal by the goal period
- **Action Taken**: teacher has made an adjustment to the student's goal to get back **On Track**

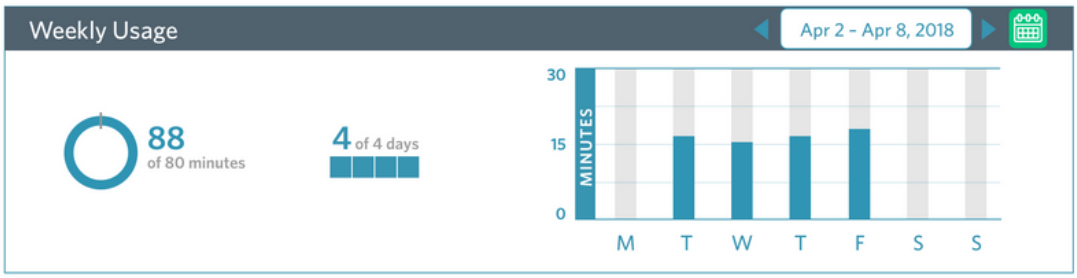


Weekly Usage

This section displays the following information about your student by week (updated every one to two hours):

- **Minutes**: the weekly number of minutes your student spent on Waterford
- **Days**: the number of days your student used Waterford this week
- **Time**: the weekly amount of time your student spent per day

The default display for **Weekly Usage** is the current week. You can select previous weeks by clicking on the back and forward buttons next to the date. For a specific week, click on the green calendar button to choose the desired time period.



Usage Year-To-Date

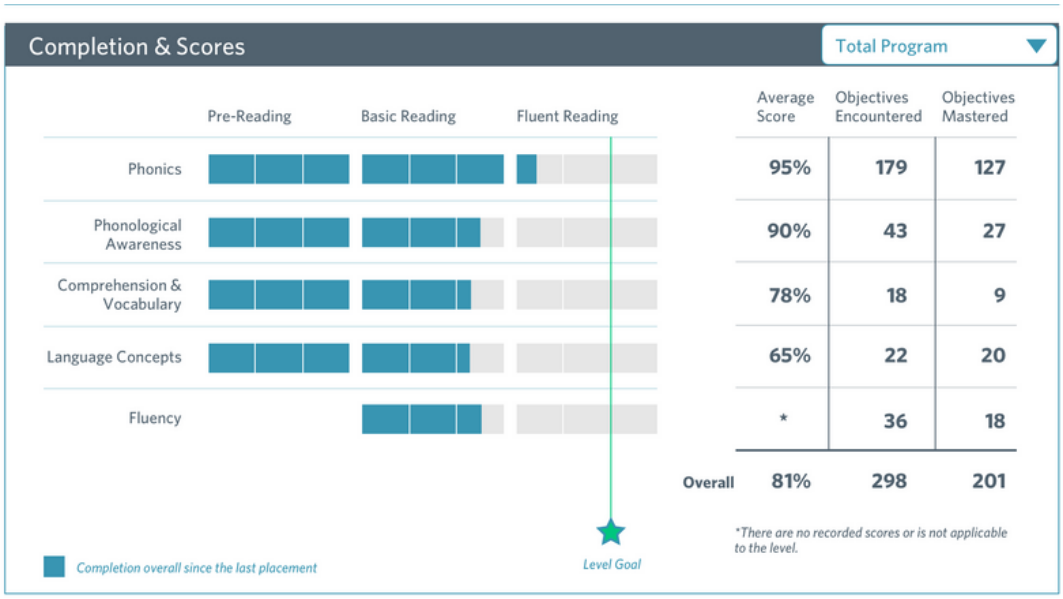
This section displays a summary of the minutes and days your student used the program per week throughout the school year compared to their usage goals. The information in this section is updated nightly.

The bars display the actual usage while the bold horizontal lines mark their days goal or minutes goal. You can change which goals you're viewing with the dropdown menu on the title bar.

Completion & Scores

This section displays the learning strands for the program you're viewing. The levels display across the top, and the green vertical line marks the goal set for the student. The information in this section is updated nightly.

The individual boxes represent the student's progress through each of the strands. You can hover over each strand segment to display more information.



Time Frame Dropdown

The **Time Frame** dropdown allows you to view the student's objective detail report during the following time periods:

- **Last Week**
- **Current Week**
- **Current Calendar Month**
- **Three Months**
- **Current Year**
- **Total Program**

Reading Completion

This section displays the level goal progress for the student based on their starting location. You can view either the **Current Year** or **Total Progress**. The information in this section is updated on Monday every two weeks, except for **Needs Teacher Action**, which is updated within one to two hours.

You can view the following **Course Completion** information on a visual chart:

- **Actual Completion**: the student's progress history towards their goal
- **Projected Completion**: the student's projected progress towards their goal

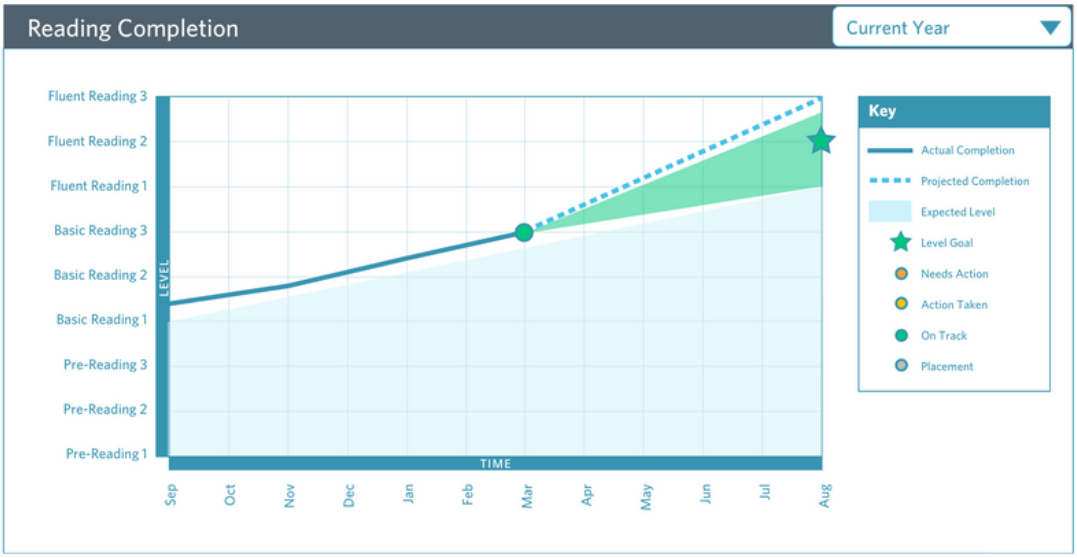
- If the student is projected to reach their goal, the line will be green. If not, it will turn red.

The **Projected Completion** line will affect the calculation of student statuses.

- **Level Goal:** the student's academic goal for the selected time period
- **Expected Level**: the expected progression rate for the student's grade level
- **On Track Zone**: the range in which a student will still be considered **On Track** to reach their goal (displayed in green)
- **Status**: student's current academic standing in relation to their goals

- **On Track**: student is projected to reach their goal by the goal period
- **Needs Teacher Action**: student is not projected to reach their goal by the goal period
- **Action Taken**: teacher has made an adjustment to the student's goal to get back On Track

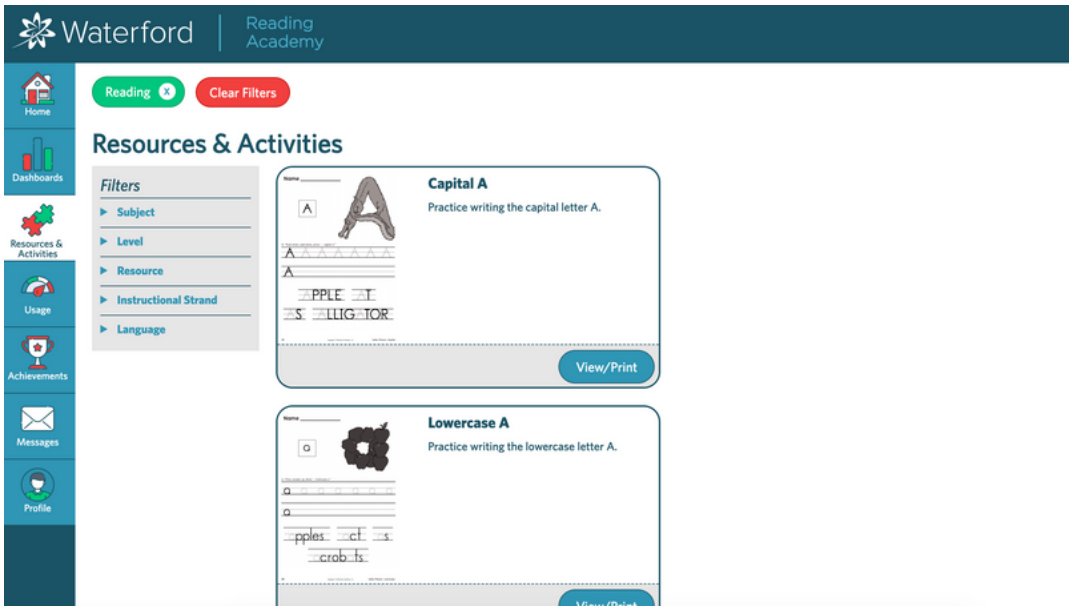
- **Placement**: student's placement score at the beginning of the selected time period



If the student takes **Placement** a second time in the year, the progress line will adjust based on the new **Placement** score and be denoted on the line with a gray dot.

Resources and Activities

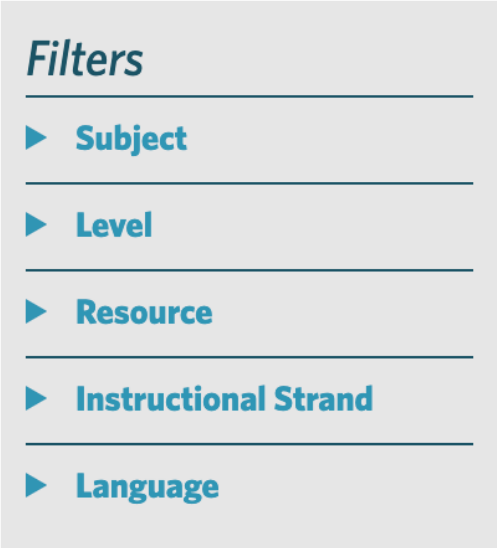
The **Resources and Activities** tab displays offline materials for your student's courses. You can filter these materials and view them as a PDF, which you can then download or print as desired.



Filtering Resources and Activities

You can filter materials on the **Resources and Activities** by the following categories:

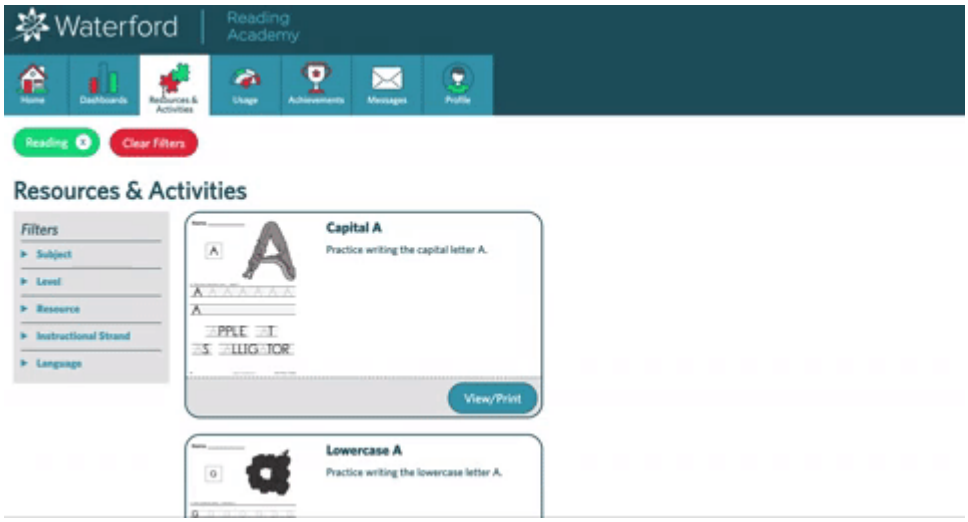
- **Course**
- **Grade Level**
- **Activity Type**
- **Genre**
- **Instructional Strand**
- **Standards**



Viewing an Activity

By viewing activities on the **Resources and Activities** tab as PDFs, you can download them or print them on your computer. To view an activity:

1. Log in to your Mentor account and visit the **Resources and Activities** tab.
2. Scroll or filter to your desired activity.
3. Click on the **View** button.

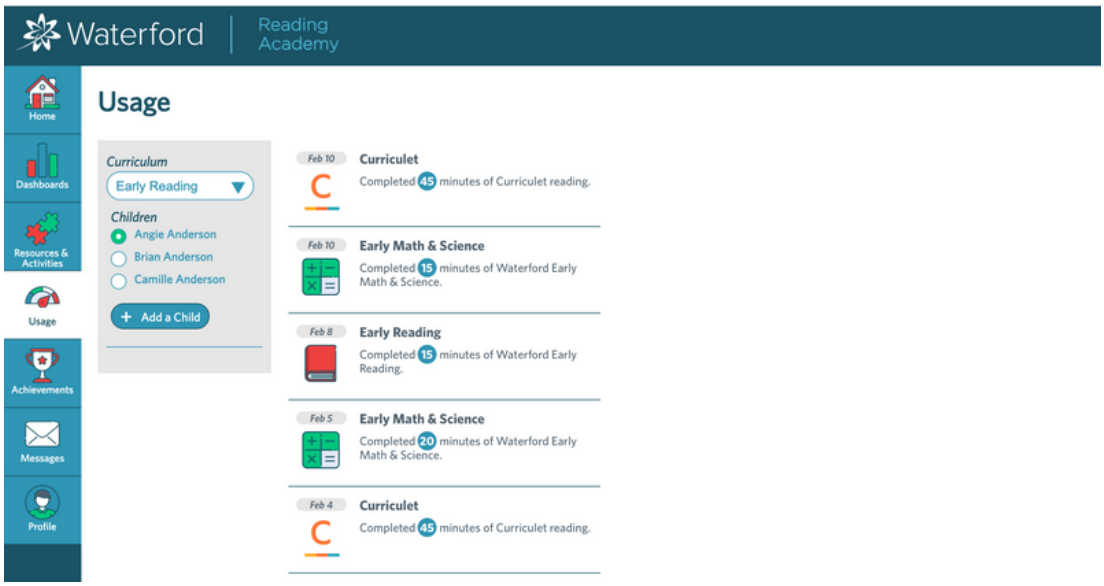


This will redirect you to a viewable PDF of the activity, which you can then download or print through your computer's instructions.

Waterford.org

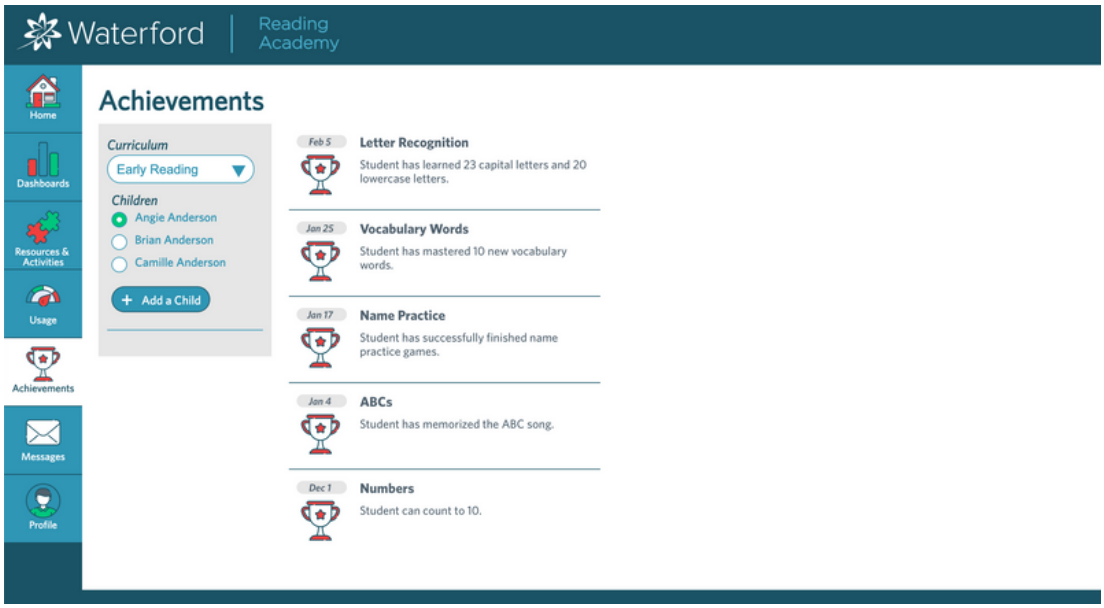
Usage

The **Usage** tab allows you to view usage data in minutes for your student by day as well as by course. The information on this tab is filterable by child if you have multiple students in your account.



Achievements

The **Achievements** tab allows you to view recent milestones your student has achieved in their course by day. The information on this tab is filterable by child if you have multiple students in your account.



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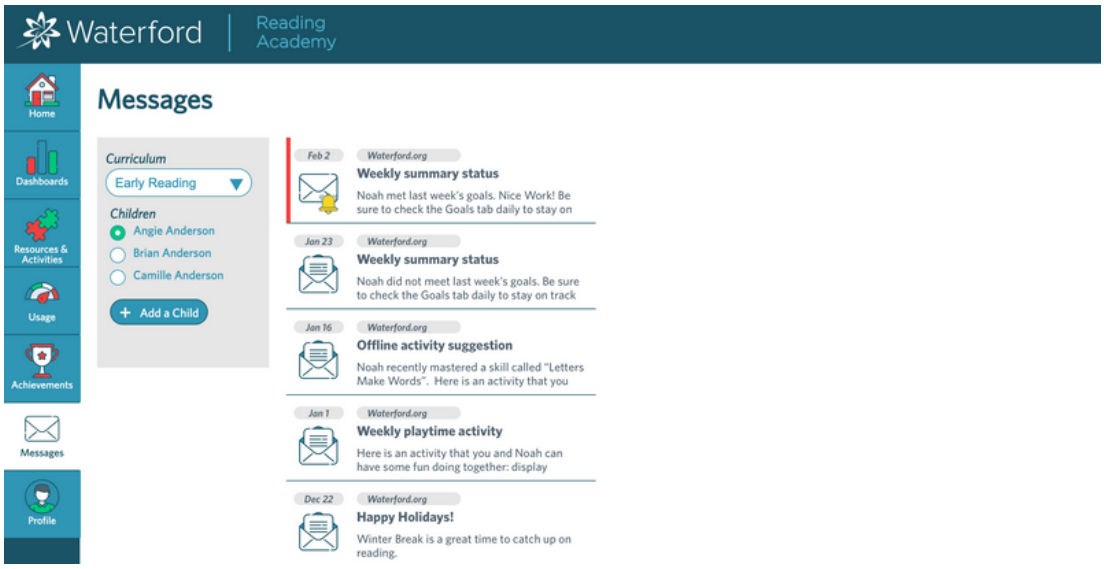


At this time, these messages are view-only. If you would like to respond, you can contact your child's teacher or the [Waterford Support Team (https://www.waterford.org/support/)](https://www.waterford.org/support/) outside of Mentor.

Waterford.org

Profile

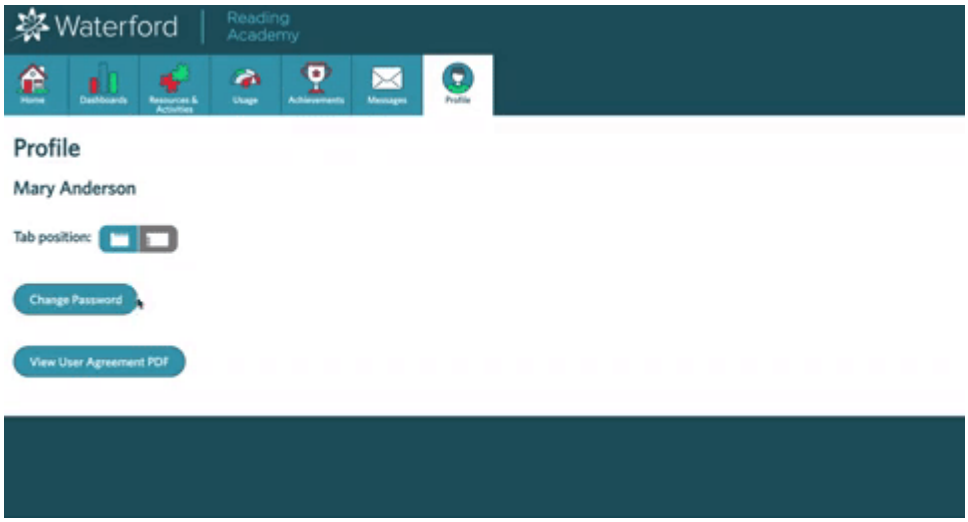
The **Profile** tab displays your name and other basic user information. You can change your password and adjust your preferred tab position in this section.

Adjusting Tab Position

You can adjust the **Tab** position in the Waterford Mentor to be horizontal or vertical. To change your preferred **Tab** position:

1. Log in to Waterford Mentor and visit the **Profile** tab.
2. Scroll down to the button that says **Tab Position**.
3. Select whether you'd like the **Tab** position to be horizontally (left) or vertically (right) aligned.

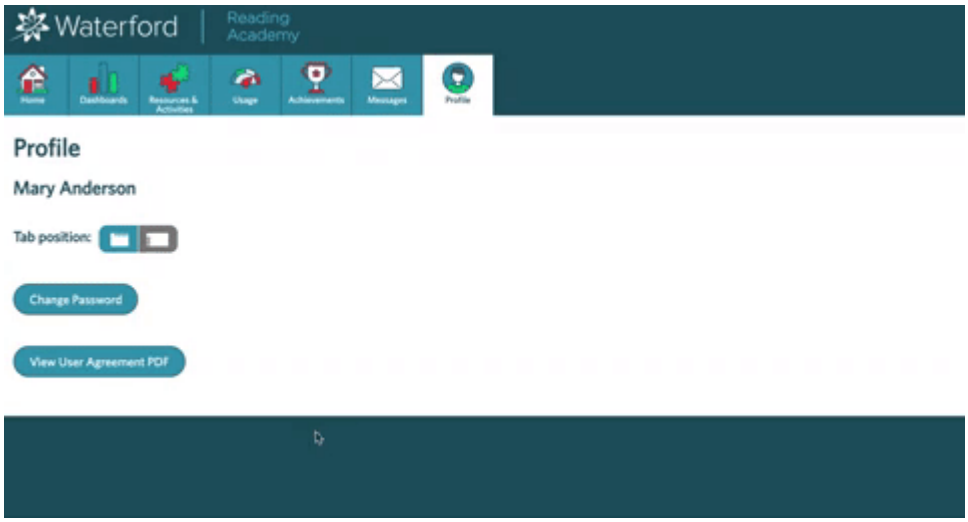
Your **Tab** positioning will then save as your preferred option.



Changing Your Password

If you need to change your account password, you can do so through the **Profile** tab. To change your password:

1. Log in to Waterford Mentor and visit the **Profile** tab.
2. Click the **Change Password** button. Waterford will then email a six-digit code that will give you access to change your password.
3. Check your email and enter the six-digit code in the **Enter Code** field.
4. Click **Submit** to confirm the six-digit code.
5. Enter and confirm your new password into the **Confirm Password** field, then click **Submit** to save your new password.

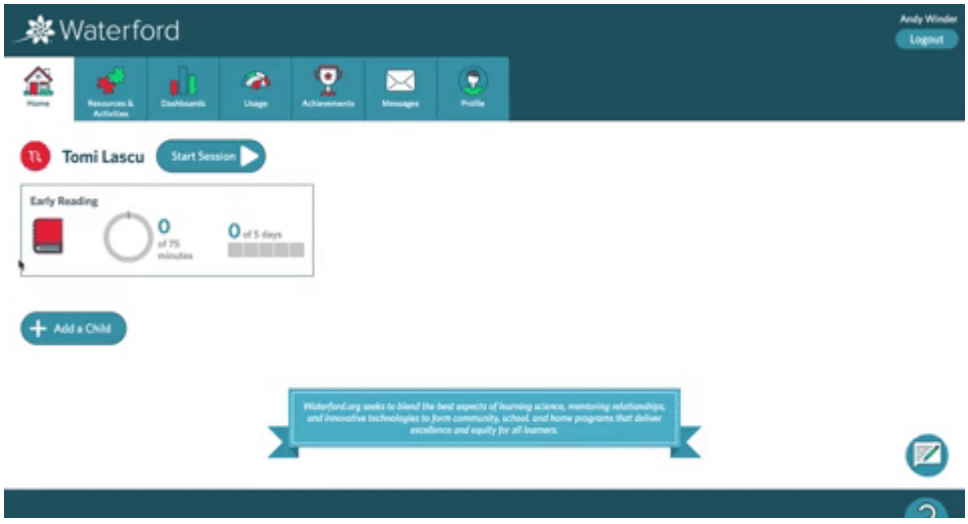


If you do not receive a six-digit code, click **Resend** to receive a new code.

Changing Language Settings in Waterford Mentor

Waterford Mentor is available for parents in English, Spanish, or Romanian. To change your language settings:

1. Log in to Waterford Mentor.
2. Go to the **Profile** tab.
3. Scroll to the language dropdown button.
4. Select your desired language.
5. Click or tap anywhere else on the page to save your changes.



This will automatically change your account language in the app and desktop browser.

If your smartphone's language is set to Spanish or Romanian, the Waterford Mentor app will send out a Push notification asking if you'd like to change your language settings from English to your phone's set language.